

# GREAT SANKEY HIGH SCHOOL

GOVERNANCE OFFICER

## JOB DESCRIPTION & PERSON SPECIFICATION





## **GREAT SANKEY HIGH SCHOOL JOB DESCRIPTION**

### **GOVERNANCE OFFICER**

**37 hours a week full time, term-time only  
Plus 5 days over the year during non-term time  
Salary dependent on skills & experience**

*(Hours are flexible due to requirement to attend Governing Board meetings outside normal/school hours)*

**WBC Pay Grade 6: pt 19 £21,745 – pt 23 £24,717 pro rata (actual salary £18,537 - £21,071)  
(NJC equivalent pt 24-28)**

#### **REPORTS TO:**

Executive Headteacher

#### **RESPONSIBLE FOR:**

No direct reports

#### **WORKING RELATIONSHIPS:**

Executive Leadership Team  
Governors / Trustees / Members  
Local Authority  
Parents and Staff  
Relevant Educational and Government bodies  
Stakeholders and Partners

#### **JOB PURPOSE**

- To provide a full administrative service to the Trust Board which enables their proceedings to be conducted effectively and in accordance with the provisions of the Articles of Association and all relevant guidance and regulations.
- The post holder will secure the continuity of Trust Board's business and observe confidentiality requirements, providing advice on governance, constitutional and procedural matters.
- To provide effective administrative support to the Trust Board, preparing and clerking its meetings, those of its committees and essential meetings established by the Executive Headteacher or Chair of the Board.
- To manage information effectively in accordance with legal requirements and statutory guidance.
- To support governance arrangements across all seven Academies within the Multi-Academy Trust.

# PRINCIPAL RESPONSIBILITIES

Principal responsibilities of the successful candidate will be:

## 1. Clerking Services to the Trust Board and Local Governing Bodies

- Act as the first point of contact for Trustees and Governors with queries on procedural matters.
- Advise Board Members and Executive Leaders on governance legislation and procedural matters.
- Ensure the Board has access to appropriate professional and legal advice, where necessary seeking advice and guidance from third parties on behalf of the Governing Board.
- Inform the Trust Board and Local Governing Bodies of any changes to its responsibilities as a result of a change in school status or changes in the relevant legislation.
- Offer advice on best practice in governance, including schemes of delegation and self-evaluation.
- Ensure that statutory policies are in place, and are revised when necessary, with the assistance of staff.
- Advise on the annual calendar of Trust Board's and its associate groups' meetings and agendas.
- Ensure new Trustees/Governors receive induction materials and have access to appropriate documents, including Code of Conduct, Declaration Forms and training records.
- Contribute to the transition of Trustees/Governors taking on new roles, in particular Chair of a Committee or Chair of a Governing Body, ensuring the appropriate training is available.

## 2. Effective Administration of Meetings

- Prepare focused agendas with the Chair and Executive Leadership Team for the Trust Board and its Committees' meetings, liaising in advance with all relevant parties.
- Ensure agendas and supporting documents are distributed to all Trustees/Governors well in advance of meetings and ensure meetings will be quorate in advance.
- Record the attendance at meetings and training and produce reports as necessary.
- Draft all minutes of all Board meetings (including meetings of Trustees, Members and Governors), accurately reflecting the work of the Board for approval by the appropriate Chair and subsequently, distribute appropriately.
- Record all decisions accurately and objectively, with timescales for agreed action points, and subsequently, follow up with those responsible and inform the Chair of progress.

## 3. Management of Membership Details & Governance Information

- Maintain accurate records of the names, addresses and category Trustees/Governors, their term of office and roles/responsibilities, and inform the Trust Board and any relevant authorities of any changes to its membership.
- Maintain terms of reference and membership and attendance records of any Committees and working parties and any nominated Trustees/Governors' designated roles, e.g. Child-protection, SEND.
- Monitor and advise the Trust Board of the expiry of a Trustee or Governor's term of office, so elections or appointments can be organised in a timely manner and with succession planning.
- Provide procedural advice to ensure Board meetings are conducted appropriately and in accordance with agreed procedure and any statutory obligations.
- Maintain a register of business interests and ensure it is reviewed regularly and appropriate details are published on the website.
- Ensure necessary safeguarding checks have been carried out on all Trustees and Governors.
- Maintain a record of signed minutes of meetings, and ensure copies are sent to relevant bodies on request and are published as agreed at meetings, ensuring confidential minutes are handled appropriately.
- Maintain records of Trust Board correspondence.

- Ensure copies of statutory policies and other school documents approved by the Trust Board are kept in the school and published where necessary, on the website.
- Maintain the Trust Board section of the schools' website, to ensure that it is updated with any meeting attendances, documents and changes to membership.

#### **4. Company Secretary Duties**

- Provide support to ensure that the Trust Board complies with standards of financial and legal practice as well as corporate governance.
- Monitor changes in relevant legislation and the regulatory environment, and take appropriate action.
- Maintain statutory books and registers of members.
- Draft relevant sections of the Annual Report and financial statements with reference to governance arrangements
- Ensure Annual Returns, Accounts and other filings are sent to Companies House within given deadlines.
- Ensure that the Trust's responsibilities to the Secretary of State as set out in the Company's Articles and the Funding Agreements are met.
- Ensure that the Trust's responsibilities to the Charities Commission are met.
- Maintain the Governance Manual and provide updates to all on changes.
- Maintain the Finance and Administration timetable and ensure that responsible officers are aware of forthcoming issues and deadlines.
- Maintain the Trust Policy Register and liaise with the Executive and Senior Leadership Teams when reviews are due.
- Maintain the Register of Significant Contracts.
- Provide relevant finance/administration input to the Business Continuity Plan.

#### **5. Additional Services**

The Governance Officer may be asked to undertake the following additional duties:

- Clerk any statutory appeal committees/panels the Trust Board is required to convene.
- Assist with vacancies as they arise and the elections of parent and staff governors.
- Participate in, and contribute to the training of governors in areas appropriate to the clerking role.
- Maintain a file of relevant Department for Education (DfE) and Local Authority guidance documents.
- Maintain archive materials.
- Prepare briefing papers for the Trust Board, as necessary.
- Conduct skills audits and advise on any training requirements and the criteria for appointing new governors relevant to vacancies.
- Administer any scheme for the reimbursement of Trustees/Governors' expenses.
- Perform such other tasks as may be determined by the Trust Board from time to time.

### **ACCOUNTABILITY**

- To be responsible for providing accurate and prompt information to the Executive Leadership Team, the Governing Bodies, the MAT Trust Board and relevant authorities as required.
- To ensure compliance and maintain accurate and up to date company records and database.
- To provide support for effective governance, managed through well-informed and calendared meetings and events.

### **PROFESSIONAL DEVELOPMENT**

- Undertake appropriate and regular training and development to maintain knowledge and improve practice.
- Attend briefings and participate in professional development opportunities.

- Keep up-to-date with current educational developments and legislation affecting Human Resources.
- Participate in regular performance management.

## GENERAL

This job description is subject to special employment conditions relevant to working in school, which will be updated in accordance with the latest legislation and guidance:

- Enhanced DBS disclosure; and two supportive references.
- Safeguarding and Promoting the welfare of Children and young People: adherence to academy policies and procedures at all times.
- Health and Safety: compliance with academy policy and taking responsibility for relevant risk assessment and personal H+S.
- Confidentiality and Data Protection: compliance with the relevant Acts and observing and maintaining full confidentiality and security for all personnel details, personal, contractual and salary related matters.
- Equality and Diversity: compliance with academy policy and Equality Duty obligations, ensuring all dealings with others are based on respect.

The post-holder must uphold the academy's ethos and values, promoting the safety, happiness and well-being of staff and students of the academy.

This job description is not a comprehensive definition of the post by including every task and function in full detail and will be subject to modification or amendment at any time after consultation with the post-holder. Employees of the academy will be expected to comply with any reasonable request from the Executive Leadership Team/direct line-manager to undertake work of a similar level, commensurate with the grade and job title, which may not be specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to all who may visit or contact the academy.

Employees are expected to carry out their duties in the most effective, efficient and economic manner.

Employees are expected to be committed to continue their own personal development in the relevant area, undertaking training as deemed necessary and to maintain any relevant certification/qualification compliance for their role.

Employees are expected to participate fully in the staff appraisal review process.

This post is subject to a six month probation period.

## PERSON SPECIFICATION GOVERNANCE OFFICER

	Essential	Desirable
<b>QUALIFICATIONS/TRAINING/KNOWLEDGE</b>		
Have a high standard of literacy and numeracy	✓	
Has experience working in Academies		✓
Have already attended or make a commitment to attend the National Training Programme for Clerks or its equivalent		✓
ICSA Training Certification		✓

<b>EXPERIENCE AND SKILLS</b>		
Has some experience as a Clerk to Governors or as a Company Secretary	✓	
Has a minimum of 3 years' experience as a Clerk to Governors or as a Company Secretary		✓
Has recent experience working in the current educational environment	✓	
Is experienced in liaising with a wide variety of people, public bodies & external agencies	✓	
Good listening, oral and literacy skills	✓	
Writing agendas and accurate concise minutes	✓	
ICT literate, familiar with key systems, e.g. Microsoft Office	✓	
Organising their time and working to deadlines	✓	
Organising meetings	✓	
Record keeping, information retrieval and dissemination of governing body data/documentation, to the governing body and relevant partners	✓	
Using the internet to access relevant information	✓	
Developing and maintaining contacts with outside agencies e.g. the LA, local schools, partner schools and the DfE		✓
Knowledge of governance procedures	✓	
Knowledge of educational legislation, guidance and legal requirements		✓
A proven ability to learn quickly and to understand statutory and other regulatory contexts	✓	
Knowledge of the respective roles and responsibilities of the governing body, the Headteacher, the LA, and the DfE	✓	

Knowledge of Equal Opportunities and Human Rights legislation		✓
Knowledge of Data Protection legislation		✓
Has proven & demonstrable experience of influencing a team of people, including directors or senior leaders		✓

## COMPETENCIES

Is an effective communicator with highly developed interpersonal skills	✓	
Able to work flexibly in order to support Governing Board meetings that might be outside the normal working day.	✓	
Is able to establish professional working relationships with Trustees/Directors/Executives and all key stakeholders	✓	
Adheres to and encourages in others professional standards of fairness and integrity	✓	
Is committed to safeguarding and promoting the welfare of children and young people	✓	
Is enthusiastic, self-motivating and able to prioritise and manage multiple work and deliver to deadlines	✓	
Enjoys being accessible, responsive and accountable to others	✓	
Is resilient and responds well to pressure, deadlines, interruptions and conflicting demands	✓	
Maintains confidentiality and is able to remain impartial	✓	
Possesses a sense of humour, keeps a sense of perspective, and has the ability to maintain a healthy work/life balance	✓	

## SPECIAL REQUIREMENTS

Be able to work at times convenient to the Governing Board, including evening meetings	✓	
Be able to travel to meetings at other schools (within reasonable travelling distance to base location)	✓	
Be available to be contacted at mutually agreed times	✓	

## GENERAL REQUIREMENTS

Commitment to the Trust's ethos and values	✓	
Commitment to providing a responsive and supportive service	✓	
Proactive in acquiring and understanding changes to company law and guidance on governance, including training as required to benefit the role	✓	